

POLICIES & SPECIFICATIONS
FOR
ROADS & BRIDGES IN THE COUNTY ROAD SYSTEM
OR THOSE PETITIONING FOR BECOMING
PART OF THE COUNDTY ROAD & BRIDGE SYSTEM
WARREN COUNTY, MISSOURI

INTRODUCTION

The following policies and specifications have been developed by the Warren County Commission to help provide a practical, safe and economical transportation system for the County of Warren, State of Missouri.

All policies and specifications relating to the Warren County road and bridge system previously adopted by the County Commission (previously the County Court) that are inconsistent with any provisions of the policies and specifications are repealed to the extent of such inconsistency. To the extent that the provisions of these policies and specifications are the same in substance as previously adopted policies and specifications, they shall be considered as continuations thereof and not as new enactments unless otherwise specifically provided.

Sections 100 - 700 pertain to items that the citizens of Warren County or those interested in any of the transportation system of Warren County may petition the County Commission for infrastructure that is or may become part of the County's Road and Bridge system.

Section 800 pertains to items relating to the County's existing road system.

Sections 900 - 1100 pertains to all of this policy.

SECTION 100.000 NEW ROADS TAKEN INTO THE COUNTY SYSTEM

100.100 Basic Policy

All roads taken into the Warren County Road system must meet the specifications as prescribed in this policy. No road will be accepted into the county road system if it is located on top of a dam or levee.

100.110 New Road Acceptance Policy

This section applies to roads constructed after the adoption of these policies.

All roads petitioned for inclusion into the County system must be constructed and maintained to adopted specifications for one full year at the expense of the petitioner(s).

Roads will not be accepted until these conditions have been met. Compliance with these specifications, of itself will not guarantee acceptance of any road. Each request will be considered in terms of the then existing circumstances and action taken by the County Commission will be in accord with the best interest of the County as a whole.

100.120 Existing Private or Public Road Acceptance Policy

All roads petitioned for inclusion into the County system must be brought up and maintained to adopted specifications for one full year at the expense of the petitioner(s). Roads will not be accepted until these conditions have been met. Compliance with these specifications, of itself will not guarantee acceptance of any road. Each request will be considered in terms of the then existing circumstances and action taken by the County Commission will be in accord with the best interest of the County as a whole.

100.200 Procedure for New Road Acceptance

The following procedure is to be followed for a newly constructed road to be accepted into the county road system. This includes roadways that are to be constructed and accepted into the County road system after the adoption date of these policies.

- 1) A "Petition for Establishment of Public Road" (Appendix A) and "Conveyance of Right of Way" (Appendix B) shall be submitted to the County Commission.
- 2) The required three (3) public notices shall be posted.
- 3) The Warren County Commission shall decide if the petitioned road will be in accord with the best interest of the County as a whole. If the road does not, the County Commission shall notify the petitioner's representative.
- 4) If the County Commission decides that the road will be in accord with the best interest of the County as a whole, the petitioner shall submit plans to the county showing that the road will be constructed in accordance with the Roadway Construction Specifications (Section 400) and the plans must be approved by the County Commission.
- 5) The petitioner shall construct the road equaling or exceeding the specifications of Warren

County at the expense of the petitioner(s).

- 6) During the construction, the county shall be notified of the work in progress. The County has the right to inspect during the construction phase.
- 7) At the completion of construction, copies of all bills shall be submitted to the County showing time and materials used in the construction and lien waivers for said time and materials.
- 8) After inspection of the road by the County, the Warren County Commission shall respond with a written report outlining any roadway items that do not conform to the Roadway Construction Specifications (Section 400).
- 9) The petitioner shall notify the Commission when correction actions are to be performed to allow review of work in progress.
- 10) When all work is complete, an inspection shall be conducted by the County Commission and any items not up to specifications will start over again at # 6 (Section 100.200).
- 11) One year after being constructed and meeting the specifications and requirements, in which time the petitioner is responsible for maintaining the roadway, the Commission will re-inspect the road.

After this inspection:

- a) If the roadway meets the County's specifications and lien waivers submitted for any time or materials expended after the original construction, the Commission will accept the road into the County's system.
- b) If the roadway does not meet the County's specifications, the petitioner will be given three (3) months to correct the deficiencies. If not completed satisfactorily, the petition will be returned to the petitioner and the road will not become part of the County's system.

Note: The entire roadway is subject to complete re-inspection at the discretion of the Commission depending on the timeliness that corrective actions are made.

100.300 Procedure for Existing Private or Public Road Acceptance

This section applies to any road in existence before a petition to become part of the county road system is submitted.

- 1) A "Petition for Establishment of Public Road" (Appendix A) and "Conveyance of Right of way" (Appendix B) shall be submitted to the county commission.
- 2) The required three (3) public notices shall be posted.
- 3) The Warren County Commission shall decide if the petitioned road will be in accord with the best interest of the County as a whole. If the road does not, the County Commission shall notify the petitioner's representative.
- 4) If the County Commission decides that the road will be in accord with the best interest of the County as a whole, the petitioner shall submit to the County Commission details of the history of the road, such as: date constructed, specifications to which the road was constructed and maintenance performed, and the current condition of the road.

- 5) After inspection of the road by the County, the Warren County Commission shall respond with a written report outlining any roadway items that do not conform to the Roadway Construction Specifications (Section 400).
- 6) The petitioner shall notify the Commission when corrective actions are to be performed to allow review of work in Progress.
- 7) When all work is complete and copies of all bills for time and material and lien waivers for the same are submitted to the County Commission, an inspection shall be conducted by the Commission and any items not up to specifications will start over again at #5 (Section 100.300).
- 8) One year after meeting the County's specifications and requirements, in which time the petitioner is responsible for maintaining the roadway, the Commission will re-inspect the road.

After this inspection:

- a) If the roadway meets the County's specifications and lien waivers submitted for any time or materials after originally meeting the specifications and requirements, the Commission will accept the road into the County's system.
- b) If the roadway does not meet the County's specifications, the petitioner will be given three (3) months to correct the deficiencies. If not completed satisfactorily, the petition will be returned to the petitioner and the road will not become part of the County's system.

Note: The entire roadway is subject to complete re-inspection at the discretion of the Commission depending on the timeliness that corrective actions are made.

100.400 Petition for Establishment of a Public Road

The method to request that a private roadway be accepted into the County Road System shall be by petition. The petition shall be submitted only on forms approved by the County. Copies of the approved forms are contained in Appendix A. The applicable section, Section 228.020 of the RSMO, 1994, is contained herewithin.

Petition for establishing road

Application for the establishment of all public road, except state roads, shall be made by petition to the county commission. Such petition shall be signed by at least twelve registered voters of the municipal township or townships through which such proposed road may run, three of whom shall be of the immediate neighborhood, and shall specify the proposed beginning, course and termination thereof, and shall be accompanied by the names of all persons owning land through which such road shall run, with the amount of damages, if any, claimed by them, so far as can be ascertained, and also the names of those who are willing to give the right of way for such proposed road, except that if the proposed road begins or terminates on, or runs along a boundary between the county wherein such petition is filed and an adjoining county, any or all of the petitioners may be registered voters of such adjoining county, and of the municipal township or townships thereof through which the proposed road may run, or in which the proposed road may begin or terminate.

In addition, the intention to establish a public road must be posted at three (3) locations. The applicable section, Section 228.030 RSMO, 1994, is contained herewithin:

Notice of Application for Road

Notice of such intended application shall be given by printed or written handbills put up in three or more public places in such municipal township or townships, one of which shall be put up at the proposed beginning, and one at the proposed termination of said road, at least twenty days before the first day of a regular or adjourned term of the county commission to which the petition is to be presented, which notice shall apply to and be binding upon all persons and corporations whatsoever having any interest in or title to the lands, or any part thereof, over which said proposed road may run.

100.500 Petition for Closing a Public Road

The method to request that a road be vacated shall be by petition. The applicable sections of the Statutes of the State of Missouri shall apply, including but not limited, to Sections 228.110 -228.130 of the RSMO, 2000.

100.501 Petition for Closing a Public Street or Alley

The method to request that a roadway (such as a street or alley) be vacated shall be by petition. The applicable sections of the Statutes of the State of Missouri shall apply, including but not limited to Sections 71.240 -71.260 of the RSMO, 2000.

100.502 Petition for Closing a Street in a Subdivision

The method to request that a roadway (such as a street or alley) be vacated shall be by petition. The applicable sections of the Statutes of the State of Missouri shall apply, including but not limited to Sections 71.270 -71.280 of the RSMO, 2000.

**SECTION 200.00 UPGRADING OF COUNTY MAINTAINED GRAVEL ROADS TO
HARD SURFACED ROADS**

200.100 Upgrading County Maintained Gravel Roads to Hard Surfaced Roads

- 1) The party(s) wishing to upgrade the road shall petition the County Commission.
- 2) The petitioner wishing to upgrade the road shall submit plans and details as to how they will bring the existing road up to the current road standards of this policy. All costs shall be the responsibility of the petitioner.
- 3) The county shall decide if the plans and detail meets the county standards and will accept or reject the petition.
- 4) Upon acceptance, the petitioner shall have all of the right of way transferred to Warren County by way of a General Warranty Deed and such recorded before construction begins. All costs to be paid by the petitioner(s).
- 5) The County shall be notified of the construction in progress and the county shall have the right to make inspections during construction.
- 6) At completion of the project, the petitioner shall submit copies of all bills and lien waivers for time and material.
- 7) After one year of being in compliance with the Roadway Construction Specifications (Section 400), in which time the petitioner is responsible for maintaining the roadway, the Commission will re-inspect the road. Any items that do not meet the specifications must be corrected. If the petitioners do not take corrective action, the county shall make the improvements and bill the petitioners for the costs of time and material.
- 8) Maintaining the roadway in Section 200.100, #7 refers to the driving surface of the road. This would include the patching of the road surface.

SECTION 300.000 ABANDONED, CLOSED OR VACATED OLD COUNTY ROADS

Roads abandoned, closed, vacated and/or not maintained by the County shall be considered as a new road for the purposes of this policy. To become part of the active maintained road system of the County, they must go through the petition process, constructed according to the road specifications and be maintained to the specifications of this policy. See Section 100.00.

SECTION 400.000 ROADWAY CONSTRUCTION SPECIFICATIONS

400.100 Gravel Roads

- 1) A General Warranty Deed issued to the County of Warren for the propose of roadway must be furnished and recorded.
- 2) The minimum deeded right of way shall be sixty (60) feet. Additional right of way may be required depending upon topography. Also drainage easements may be required.
- 3) The roadway surface shall have a minimum width of twenty four (24) feet.
- 4) A turnaround or Cul-de-Sac with a radius of forty two (42) feet minimum shall be provided on all dead ends.
- 5) Excavation and back fill: All debris, roots, grass and topsoil must be removed from the roadway. Fill only with subsoil. The subgrade below the base rock shall be compacted. All portions of the subgrade that will not readily compact when rolled shall be removed and replaced with suitable material. All rock and large boulders in the roadbed area shall be removed or broken off to a depth of under six (6) inches below the surface of the subgrade. Compensate for compaction by overfill.
- 6) The elevation from the bottom of the ditch to the crown of the road centerline shall be a minimum of twenty four (24) inches.
- 7) The minimum depth of the ditch shall be eighteen (18) inches.
- 8) The minimum crown shall be ½ inch per foot of road surface.
- 9) Cut slopes shall not be steeper than 3:1
- 10) Fill slopes shall not be steeper than 3:1
- 11) In slopes shall not be steeper than 2:1
- 12) Maximum grade of roadway shall be 10%.
- 13) All driveways and culverts shall be in place. The minimum length of culvert for single residence or single owner driveways shall be thirty (30) feet. The minimum length of culvert for multiple residence, multiple owners or business driveways shall be forty (40) feet.
- 14) The sizing for culverts shall meet at least the standards found in APPENDIX E.
- 15) The culverts must meet the standards of MoDOT and be installed to the specifications of the manufacturer or MoDOT, whichever is more stringent.
- 16) Rock base: There shall be a minimum of six (6) inches of 2 inch clean rock as the base rock. The base rock shall have sufficient compaction.

- 17) Surface rock: There shall be a minimum of four (4) inches of inch clean rock. This may be applied in two applications to allow for compaction. Inch minus rock may be used as a finish layer over this surface rock.
- 18) Newly graded areas shall be protected from traffic and erosion. All disturbed areas not surfaced shall be covered with minimum of one (1) inch of topsoil and then fertilized, limed, seeded and mulched to re-establish vegetative cover.
- 19) Inspection and approval of all work at each stage of completion shall be performed by the County at the option of the County and as it may deem necessary.
- 20) All project costs relating (but not limited to) right of way, engineering, surveying, recording, legal fees and construction must be the responsibility of the landowners (or petitioners).
- 21) All contractors and petitioners shall take all reasonable measures to insure the safety of the public, all workers on the project and all county personnel and inspectors.
- 22) Approval of any road plan will take safety and visibility factors into consideration.
- 23) All new road projects shall be submitted for review and approval of the County Commission before construction begins.
- 24) The maintenance of roads to be accepted into the County Road system must be maintained by the petitioner for a period of one (1) year after construction for gravel roads. This maintenance shall include but not be limited to grading, addition of gravel as needed, snow removal, signage, mowing and other maintenance items.
- 25) Utility easements are only allowed on the outer ten (10) feet strips of right of way except when crossing the road. Utilities crossing a road must bore under the road, not cut the road surface.
- 26) All bridges and box culverts must meet MoDOT specifications and the County specifications as found in Section 400.400.

400.200 Hard Surfaced Roads

- 1) A General Warranty Deed issued to the County of Warren for the propose of roadway must be furnished and recorded.
- 2) The minimum deeded right of way shall be sixty (60) feet. Additional right of way may be required depending upon topography. Also, drainage easements may be required.
- 3) The roadway-driving surface shall have a minimum width of twenty (20) feet with a two (2) foot rock shoulder on each side. The total width being twenty four (24) feet.
- 4) A turnaround or Cul-de-Sac with a radius of forty two (42) feet minimum shall be provided on all dead ends.
- 5) Excavation and back fill: All debris, roots, grass and topsoil must be removed from the

roadway. Fill only with subsoil. The subgrade below the base rock shall be compacted. All portions of the subgrade that will not readily compact when rolled shall be removed and replaced with suitable material. All rock and large boulders in the roadbed area shall be removed or broken off to a depth of under six (6) inches below the surface of the subgrade. Compensate for compaction by overfill.

- 6) The elevation from the bottom of the ditch to the crown of the road centerline shall be a minimum of eighteen (18) inches plus the crown as figured in #8 below.
- 7) The minimum depth of the ditch shall be eighteen (18) inches.
- 8) The minimum crown shall be 2.5% slope per foot of road surface and shoulder.
- 9) Cut slopes shall not be steeper than 3:1
- 10) Fill slopes shall not be steeper than 3:1
- 11) In slopes shall not be steeper than 2:1
- 12) Maximum grade of roadway shall be 10%.
- 13) All driveways and culverts shall be in place. The minimum length of culvert for single residence or single owner driveways shall be thirty (30) feet. The minimum length of culvert for multiple residence, multiple owners or business driveways shall be forty (40) feet.
- 14) The sizing for culverts shall meet at least the standards found in APPENDIX E.
- 15) The culverts must meet the standards of MoDOT and be installed to the specifications of the manufacturer or MoDOT, whichever is more stringent.
- 16) Rock base: There shall be a minimum of four (4) inches, compacted, of 2 inch clean rock as the base rock. The base rock shall have sufficient compaction.
- 17) Surface rock: There shall be a minimum of four (4) inches, compacted, of inch clean rock. This may be applied in two applications to allow for compaction. Inch minus rock may be used as a finish layer over this surface rock.
- 18) Newly graded areas shall be protected from traffic and erosion. All disturbed areas not surfaced shall be covered with minimum of one (1) inch of topsoil and then fertilized, limed, seeded and mulched to re-establish vegetative cover.
- 19) Inspection and approval of all work at each stage of completion shall be performed by the County at the option of the County and as it may deem necessary.
- 20) All project costs relating (but not limited to) right of way, engineering, surveying, recording, legal fees and construction must be the responsibility of the landowners (or petitioners).
- 21) All contractors and petitioners shall take all reasonable measures to insure the safety of the public, all workers on the project and all county personnel and inspectors.
- 22) Approval of any road plan will take safety and visibility factors into consideration.

- 23) All new road projects shall be submitted for review and approval of the County Commission before construction begins.
- 24) The maintenance of roads to be accepted into the County Road system must be maintained by the petitioner for a period of one (1) year after construction. This maintenance shall include but not be limited to patching the driving surface, addition of gravel on the shoulders as needed, snow removal, signage, mowing and other maintenance items.
- 25) Utility easements are only allowed on the outer ten (10) feet strips of right of way except when crossing the road. Utilities crossing a road must bore under the road, not by cutting the road surface.
- 26) All bridges and box culverts must meet MoDOT specifications and the County specifications as found in Section 400.400.
- 27) When more base or surface rock must be added to an existing gravel road before hard surfacing, this material shall be compacted before the hard surface is applied.
- 28) Asphalt specifications; refer to MoDOT Standard Specifications for bituminous surface, Sections 403-409 of MSS. Average Daily Traffic Count, subgrade class and type of road shall determine the thickness of asphalt.
- 29) The centerline of the roadway shall be marked with yellow striping as per MoDOT MSS.

400.400 BRIDGES

All new bridges and box culverts; bridges and box culverts on roads being accepted into the county road system; and bridges and box culverts on county gravel roads being upgraded to hard surface shall have a twenty six (26) foot clear roadway width and be designed to meet BRO standards as set out in the 1999 edition of MSS.

400.500 ROADS ON A COUNTY LINE

Any road that lies on a county line will be considered with the adjoining counties input.

SECTION 500.000 DUST SUPPRESSION

In an effort to help the citizens of Warren County suppress the dust on the county roads located near their residence, the Warren County Commission may make available a dust suppression program. The experience in the past with a dust suppression product shows that the dust suppression decreases with time and traffic. Each application of the product has an added effect to the extent that after several years of application, a year may be skipped.

Citizens can apply for the dust suppression program at the Warren County Clerk's Office in Warrenton at the Administration Building during normal business hours. The citizens will be responsible for paying for the dust suppression product and its application at the rate per foot (to be determined from time to time) of continuous roadway at the time of application. A minimum of 200 foot of roadway per application will be required.

After the County has received enough requests within a reasonable geographical area (with payment) to equal a load of product, the checks for the program will be deposited. The length of road to be sprayed will be marked by the applicant and checked by the Warren County Road Department. If the applicant does not mark the road, the Road Department will mark the road. Warren County will prepare the road surface for the application.

Warren County does not warranty the effectiveness of the dust suppression program.

SECTION 600.000 NEIGHBORHOOD IMPROVEMENT DISTRICT ROADS

Any road which is part of the county's system or any road which is being petitioned into the county road system and which is being financed by NID, will meet the same standards as stated in this policy.

SECTION 700.00 SPEED LIMITS

The Warren County Commission has established a procedure for implementing speed limits on county roads. This will be done on a "road by road" basis and in some instances for only a given section of a road.

The first step in the procedure is for a petition to be filed with the County Commission for the establishment of a speed limit for a County Road. The petitioners are required to secure the signatures of a majority of the residents that reside contiguous to that section of the road. The records of the Assessor's and County Clerk's Office will be used to verify that the signers are residing contiguous to the road.

If enough signatures are secured, the Commission will determine if it is in the best interest of the County to establish a speed limit (other than that established by state statute) for the road and what that speed limit shall be.

Upon the establishment of a speed limit, the Commission will enact an ordinance to that effect, notify those required by statute and post the road with signs before enforcement begins.

The pages to be used for the petition can be found in Appendix D. Only one copy of the first page is required with each petition. The second page may be reproduced as needed.

SECTION 800.00 EXISTING ROAD AND BRIDGE SYSTEM POLICIES AND SPECIFICATIONS

800.100 Maintenance, General

- 1) Driveway and field entrance culverts are the responsibility of the landowner.
- 2) Mailboxes, the County will repair those mailboxes damaged by the County in its normal course of maintenance, if notified by the owner.
- 3) Mowing, the County will make at least one pass (mower width) with the mower in the first part of the spring or summer. As time allows, another pass will be made possibly covering a wider area.
- 4) Mowing will include the full width of the County's road system.
- 5) Brush and trees, for safety and maintenance reasons, trees and brush may be cut to the limits of the right of way.
- 6) Signage, the County will mark those roads that are part of the County's system with sign designating the name of the road. Vandalism and theft are the biggest problem with the road signs. Please report any vandalism or theft.
- 7) Snow and ice, priority will be given to the following roads during time of inclement weather.
 - a) School bus routes
 - b) High traffic volume roads
 - c) Connecting roads
 - d) Emergency situations

800.200 Maintenance, hard surfaced roads

- 1) Hard surface roads will be patched from time to time. Normally all hard surfaced roads are patched during the early summer. Other times of the year they are done on an as needed basis.
- 2) From time to time as funds are available, the County may overlay a hard surfaced road with a hot mix overlay. The selection of which road(s) will be over laid will be based upon condition of the road, traffic count of the road, length of road and if the road is a through connecting road verses a dead end road.
- 3) Roads that have hot mix overlay will be striped with single yellow markings.

800.300 Maintenance, gravel roads

- 1) Grading, County roads will be graded on an as needed basis.
- 2) Gravel will be hauled to the roads on an as needed basis.
- 3) Type of gravel applied will be dependent upon availability, quality of rock, condition of road and traffic volume.

800.400 Improvements to existing county system

The County may from time to time improve the existing county road and bridge system, These improvements will be dependent upon funding available at the time, safety conditions, traffic volumes, availability of donated right of way, type of road and any other factors at the time.

800.410 Gravel roads

- 1) Where possible, a General Warranty Deed issued to the County of Warren for the propose of roadway must be furnished and recorded.
- 2) Where possible, the minimum deeded right of way shall be sixty (60) feet. Additional right of way may be required depending upon topography. Also drainage easements may be required.
- 3) Where the right of way allows, the roadway surface shall have a minimum width of twenty four (24) feet.
- 4) Where the right of way allows, a turnaround or Cul-de-Sac with a radius of forty two(42) feet minimum shall be provided on all dead ends.
- 5) Excavation and back fill: All rock and large boulders in the roadbed area shall be removed or broken off to a depth of under six (6) inches below the surface of the subgrade. Compensate for compaction by overfill.
- 6) The elevation from the bottom of the ditch to the crown of the road centerline shall be a minimum of twenty four (24) inches.
- 7) The minimum depth of the ditch shall be eighteen (18) inches.
- 8) The minimum crown shall be ½ inch per foot of road surface.
- 9) Cut slopes shall not be steeper than 3:1
- 10) Fill slopes shall not be steeper than 3:1
- 11) In slopes shall not be steeper than 2:1
- 12) Maximum grade of roadway shall be 10%.
- 13) The County will replace driveway culverts damaged by the County as part of the improvement. Where the existing culvert does not meet standard specifications, the landowner will be asked to supply the culvert with County doing the installation' The minimum length of culvert for single residence or single owner driveways shall be thirty (30) feet. The minimum length of culvert for multiple residence, multiple owners or business driveways shall be forty (40) feet.
- 15) The sizing for culverts shall meet at least the standards found in APPENDIX E.
- 16) The culverts must meet the standards of MoDOT and be installed to the specification of

the manufacturer or MoDOT, whichever is more stringent.

- 17) Rock base: There shall be a minimum of six (6) inches of 2 - inch clean rock as the base rock. The base rock shall have sufficient compaction.
- 18) Surface rock: There shall be a minimum of four (4) inches of inch clean rock. This may be applied in two applications to allow for compaction. Inch minus rock may be used as a finish layer over this surface rock.
- 19) Newly graded areas shall be protected from traffic and erosion. All disturbed areas not surfaced shall be covered with minimum of one (1) inch of topsoil and then fertilized, limed, seeded and mulched to re-establish vegetative cover.
- 20) All bridges and box culverts must meet MoDOT specifications and the County specifications as found in Section 400.400.

800.420 Improving gravel to hard surfaced

- 1) A General Warranty Deed issued to the County of Warren for the propose of roadway must be furnished and recorded.
- 2) The minimum deeded right of way shall be sixty (60) feet. Additional right of way may be required depending upon topography. Also drainage easements may be required.
- 3) The roadway-driving surface shall have a minimum width of twenty (20) feet with a two (2) foot rock shoulder on each side. The total width being twenty-four (24) feet.
- 4) A turnaround or Cul de Sac with a radius of forty-two (2) feet minimum shall be provided on all dead ends.
- 5) Excavation and back fill: All debris, roots, grass and topsoil must be removed from the roadway. Fill only with subsoil. The subgrade below the base rock shall be compacted. All portions of the subgrade that will not readily compact when rolled shall be removed and replaced with suitable material. All rock and large boulders in the roadbed area shall be removed or broken off to a depth of under six (6) inches below the surface of the subgrade. Compensate for compaction by overfill.
- 6) The elevation from the bottom of the ditch to the crown of the road centerline shall be a minimum of eighteen (18) inches plus the crown as figured in #8 below.
- 7) The minimum depth of the ditch shall be eighteen (18) inches.
- 8) The minimum crown shall be 2.5% slope per foot of road surface and shoulder.
- 9) Cut slopes shall not be steeper than 3:1
- 10) Fill slopes shall not be steeper than 3:1
- 11) In slopes shall not be steeper than 2:l
- 12) Maximum grade of roadway shall be 10%.
- 13) The County will replace driveway culverts damaged by the County as part of the

improvement. Where the existing culvert does not meet standard specifications, the landowner will be asked to supply the culvert with County doing the installation. The minimum length of culvert for single residence or single owner driveways shall be thirty (30) feet. The minimum length of culvert for multiple residence, multiple owners or business driveways shall be forty (40) feet.

- 14) The sizing for culverts shall meet at least the standards found in APPENDIX E.
- 15) The culverts must meet the standards of MoDOT and be installed to the specifications of the manufacturer or MoDOT, whichever is more stringent.
- 16) Rock base: There shall be a minimum of four (4) inches, compacted, of 2 - inch clean rock as the base rock. The base rock shall have sufficient compaction.
- 17) Surface rock: There shall be a minimum of four (4) inches, compacted, of inch clean rock. This may be applied in two applications to allow for compaction. Inch minus rock may be used as a finish layer over this surface rock.
- 18) Newly graded areas shall be protected from traffic and erosion. All disturbed areas not surfaced shall be covered with minimum of one (1) inch of topsoil and then fertilized, limed, seeded and mulched to re-establish vegetative cover.
- 19) Any road plan will take safety and visibility factors into consideration.
- 20) All road projects shall be submitted for review and approval of the County Commission before construction begins.
- 21) Alt bridges and box culverts must meet MoDOT specifications and the County specifications as found in Section 400.400.
- 22) When more base or surface rock must be added to an existing gravel road before hard surfacing, material shall be compacted before the hard surface is applied.
- 23) Asphalt specifications; refer to MoDOT Standard Specifications for bituminous surface, Sections 403-409 of MSS. Average Daily Traffic Count, subgrade class and type of road shall determine the thickness of asphalt.
- 24) The centerline of the roadway shall be marked with yellow striping as per MoDOT MSS.

800.500 Utility easements

Utility easements are only allowed for publicly and privately owned utility companies. Developers and individuals may install utilities on the right of way but only if a utility company assumes ownership upon completion of the installation. The easements shall be on the outer ten (10) feet strips of right of way except when crossing the road. Utilities crossing a hard surfaced road must bore under the road, not by cutting the road surface. Utilities crossing a gravel road may bore if they desire, but if cut they are required to fill the cut and replace any settling.

800.600 Road names and changes

Those roads that are part of the county maintained system are named by the Warren

County Emergency Services. The Warren County Commission will review any request for a name change of an existing county maintained road and make a recommendation to Warren County Emergency Services. The Warren County Commission desires to maintain continuity and a sense of the history of Warren County and thus will only recommend a change in the name of a road when such a change brings continuity in the name of a road (such as along a county line) or when there is duplication or confusion with an existing road in the county.

SECTION 900.000 VARIANCES

Upon requests, the County Commission may issue a variance for any section or part of a section of this policy and specifications due to a geological, topographical or other factor(s) having an influence upon the ability of a parry(s) to meet or exceed these policies and/or specifications.

SECTION 1000.000 AMENDMENTS

Amendments may be made to these policies and specifications by the County Commission at any time. Their consideration shall be posted in accord with the "Sunshine Law". Any section, subsection, sentence, clause, phrase or other portion of this policy and specification document that references State Statutes or Missouri Department of Transportation (MoDOT) specifications shall reflect the most recent version or edition of the Statutes or MoDOT specifications.

SECTION 1100.000 SEVERABILITY

If any section, subsection, sentence, clause, phrase or other portion of this policy and specification document is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

APPENDIX A
Petition for Establishment of a Public Road

STATE OF MISSOURI
COUNTY OF WARREN IN THE COUNTY COMMISSION, _____ TERM, _____

To the Honorable County Commission of Warren County, Missouri: We the undersigned citizens of said County, at least twelve registered voters of the municipal township(s) hereinafter named, three of whom reside in the immediate neighborhood of the following described proposed road, respectfully represent and aver that the proposed public road hereinafter described is _____ feet in width, and situated in the municipal township(s) of _____

in the County of Warren and State of Missouri, and is of sufficiently great utility to the general public, and is not a change of previous location, and that the beginning, courses, and termination thereof, with not less than two (2) points named in the direction of said public road are as follows, to-wit:*

And we further aver that said public road is entirely practicable and a public necessity. And we further aver that this petition is accompanied by the names of all resident and other persons owning land through which said proposed public road shall run, with the amounts of damages claimed by each of them so far as can be ascertained, and also by the names of all who are willing to give the right of way for said proposed road. And we further aver that as and for public notice of this application, not less than three (3) printed or written handbills were by said petitioners duly put up in not less than three (3) distinct, separate, and independent public places in said municipal township(s), one at the proposed beginning of said public road, one at the proposed termination of said proposed road, and one at _____ in said township(s) in said County, more than twenty days before the first day of the regular term of said County Commission at which this application is presented, to-wit, before and on _____ the _____ day of _____, _____ and there maintained to this date, and that a duplicate original copy of one of said public notices is herewith filed with return thereof duly entered hereon, and that by said means public notice of this application has been duly given, and said County Commission has duly obtained jurisdiction of the subject matter and of all parties herein,

and that the facts herein justify the establishment of said public road. And we further aver that said _____ public road will be maintained to adopted County standards for one (1) year, after establishment by the said County Commission, with no expense to said County. And we further aver that we have read the POLICIES & SPECIFICATIONS FOR ROADS & BRIDGES IN THE COUNTY ROAD SYSTEM OR THOSE PETITIONING FOR BECOMING PART OF THE COUNTY ROAD & BRIDGE SYSTEM WARREN COUNTY, MISSOURI and accept and apply them to this petition.

Wherefore, said petitioners pray an order for the establishment of said proposed _____.

Dated at said county this _____ day of _____, _____, as witness our respective hands, full names and proper signatures.

Petitioners:

Print Full Name	Proper Signature	Address	Township Residing
-----------------	------------------	---------	-------------------

I, attest that the above signatures were affixed in my presence of their own free will.

Date _____

* Fix the beginning, intermediates and termination by US Survey, so that a surveyor can find them.

Names of all resident persons and others owning land through which said proposed road will run

Names and addresses of
persons who will
give Right of Way
(Dollars)

Names and addresses of
person who claim damages

Damages claimed
(Dollars)

STATE OF MISSOURI
COUNTY OF WARREN

IN THE COUNTY COMMISSION OF WARREN COUNTY
_____ Term, _____

_____ being duly sworn certifies and says on his/her oath, that he/she is a competent adult citizen, that is not interested herein, and that he/she is not of kin to any petitioner, or any land holder herein, or to any interested herein, and that he/she is a competent witness herein, and that at the County of Warren, in the State of Missouri, on the _____ day of _____, _____, there was posted and put up in at least three separate public places, printed or written handbill notices as follows, to-wit:

One at the proposed beginning of said public road, one at the proposed termination of said public road, and one at _____ in the municipal township of _____ and that the same was done by said, _____ more than twenty days before the first day of the regular term of said County Commission of Warren County, to-wit, before and on _____ the day of _____, _____.

Witness my hand and proper signature this _____ day of _____, _____ . Subscribed and sworn to before me this _____ day of _____, _____, at witness my hand and official signature with the seal of Warren County

Signature

Clerk of the County Commission

Road _____
PETITION FOR ESTABLISHMENT
OF PUBLIC ROAD

Filed in the office of the Clerk of the County Commission of Warren County, Missouri,
This _____ day of _____, _____.

Clerk of the County Commission

By _____
Deputy

APPENDIX B
Conveyance of Right of Way

THIS INDENTURE, Made on the _____ day of _____,
_____, by and between

of the County of _____ and the State of _____ party(ies) of
the first part, and the County of Warren in the State of Missouri, party of the second part,

WITNESSETH: That the said party(ies) of the first part, in consideration of the sum of one
dollar, paid by the said party of the second part, the receipt of which is hereby acknowledged, do
by these present REMISE, RELEASE AND FOREVER WARRANTY DEED unto the said party of the second part,
the following described Land lying, being and situated in the County of Warren and State of Missouri, to wit:

TO HAVE AND TO HOLD THE SAME, with all the rights, immunities, privileges and
appurtenances thereto belonging. Unto the said party of the second part, for the purpose of
establishing and maintaining a Public Road on the said land herein conveyed forever.

IN WITNESS WHEREOF, The said partv(ies) of the first part has/have hereunto set his/her/their hand.

SIGNATURES

ATTEST:

_____ Dates _____

9/20/02

APPENDIX C

DUST SUPPRESSION APPLICATION

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____

LOCATION: _____

LENGTH OF ROAD TO BE TREATED: _____

COST PER FOOT: _____ TOTAL COST: _____

CHECK #: _____

SIGNATURE: _____

APPENDIX D

Speed Limit Petition for _____

We, the undersigned, petition the Warren County Commission to establish a speed limit for

_____, a County Road, between _____

and _____.

Name printed

Signature

Address

City

Name printed

Signature

Address

City

Name printed

Signature

Address

City

Name printed

Signature

Address

City

I, _____ (print name of person acquiring signatures) certify that the above signatures were freely given in my presence.

Signature

Date

Speed Limit Petition for _____

Name printed

Signature

Address

City

Name printed

Signature

Address

City

Name printed

Signature

Address

City

Name printed

Signature

Address

City

I, _____ (print name of person acquiring signatures) certify that the above signatures were freely given in my presence.

Signature

Date

APPENDIX E

CULVERT SPECIFICATONS

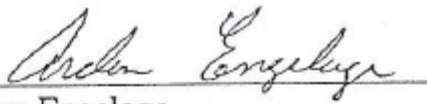
Areas drained by culverts

Full Circle Diameter (Inches)	Opening in Square Feet (Area)	Mountainous Country (Acres)	Rolling Country (Acres)
15"	1.2	1	6
18"	1.7	2	9
21"	2.4	3	14
24"	3.1	5	20
30"	4.9	8	36
36"	7.0	14	59
42"	9.6	20	89
48"	12.5	29	125
54"	15.9	40	175
60"	19.6	55	230
66"	23.7	70	295
72"	28.2	85	375

POLICIES & SPECIFICATIONS
FOR
ROADS & BRIDGES IN THE COUNTY ROAD SYSTEM
OR THOSE PETITIONING FOR BECOMING
PART OF THE COUNTY ROAD & BRIDGE SYSTEM
WARREN COUNTY, MISSOURI

Adopted by the Warren County Commission on this 16th day of September, 2002.


Fred Vahle
Presiding Commissioner


Arden Engelage
Southern District Commissioner


Ken McLaughlin
Northern District Commissioner

Attest:


Barbara Daly
Clerk of the County Commission

Future items:

- 1) Utility permits
- 2) Classification of roads
- 3)